

Adult Discharge Forms Instructions

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Aftercare Plan

Use:

- This form links the resident with services after discharge.

Specialization/Enhancements:

- None.

Regulatory Components that should not be deleted when tailoring to your program:

- The following categories are required by the DPH, BSAS guidelines and should not be deleted from this form:
 - ongoing outpatient treatment
 - housing
 - childcare
 - other necessary social services
 - resident goals and objectives following discharge

Discharge Summary

Use:

- This form shows a resident's progress, status, and achievements at discharge.

Specialization/Enhancements:

- None.

Regulatory Components that should not be deleted when tailoring to your program:

- The following categories are required by the DPH, BSAS guidelines and should not be deleted from this form:

- Description of shelter stay - including length and description of services.
- Sobriety status and a description of current alcohol/drug use.
- Vocational/educational/financial status.
- Related legal problems.
- Reason for termination.
- Summary of any disciplinary actions.
- Referrals.
- Follow-up plans - including plan for continuing rehabilitation and reunification.

Receipt of Property Form

Use:

- This form documents the program's return of the resident's property at discharge.

Specialization/Enhancements:

- None.

Regulatory Components that should not be deleted when tailoring to your program:

- This optional form is not required by DPH, BSAS guidelines.

Release of Medication

Use:

- This form documents the program's return of a resident's medication at discharge.
- This form also contains an agreement that the resident accepts full responsibility of their medication and use of it.

Specialization/Enhancements:

- This form enhances the program's discharge documentation.

Regulatory Components that should not be deleted when tailoring to your program:

- This form is not required by the DPH, BSAS guidelines but is strongly recommended by the team.

Resident Satisfaction Survey – Sample One

Use:

- This survey allows the resident to rate their stay at the program. It can be used by programs for quality improvement and enhancement of services.
- Programs may use their own satisfaction survey or choose one of these samples.

Specialization/Enhancements:

- Sample One asks the resident to rate specific services received in addition to overall program satisfaction.

Regulatory Components that should not be deleted when tailoring to your program:

- DPH, BSAS guidelines require that programs have a format for the collection, review, and consideration of family feedback.

Resident Satisfaction Survey – Sample Two**Use:**

- This survey allows the resident to rate their stay at the program. It can be used by programs for quality improvement and enhancement of services.
- Programs may use their own satisfaction survey or choose one of these samples.

Specialization/Enhancements:

- Sample Two has more open-ended questions for resident input.

Regulatory Components that should not be deleted when tailoring to your program:

DPH, BSAS guidelines require that programs have a format for the collection, review, and consideration of family feedback.